JABBER SOFTCLIENT TIPS

Sign In:

- Enter your UTORid@voip.utsc.utoronto.ca
- Select Sign In

Make Calls:

- Select the “Calls” icon
- You can select to make a call from your RECENTS
- You can also select the KEYPAD to make outbound calls.
- Dial the number you wish to call. Be sure to add “9” before the number.

If you are making a call within the campus, you can dial the extension of the person you would like to contact.

Receive Calls:

Incoming Calls will notify you who is calling (Caller ID). It will also indicate if this call is coming through Jabber. An indication of “Cisco Jabber Audio” will appear under the incoming caller.

- You can choose to ACCEPT or DECLINE

Check Voicemail:

- Select the “Voicemail” icon
- Double click on the message indicator to listen to your voicemail in Jabber.

If a message is left, the voicemail icon will have a red notification to alert you.
**Forwarding Calls:**

- Select the icon at bottom of application
- Under **FORWARD CALLS** -> Select **VOICEMAIL** OR **Select NEW NUMBER** to add the number you wish to **CALL FORWARD** to

**Log Out:**

- Select your Initials on the Top Left *This will bring you to your main page ME*
- Select **SIGN OUT**
Additional Information:

To disable the Instant Messaging toolbar

1. Launch Cisco Jabber.
2. Click on the gear icon in the upper-right corner to access settings.
3. Go to the view menu, click to remove the check mark from show docked window.

If you experience any issues with your Jabber account, please contact Telecom at telecom@utsc.utoronto.ca